



City of Helena

Community Development Department Building Division

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Open Letter to City of Helena area Architects, Engineers, Designers and Builders

Re. Electronic Plan Submittal Requirements

In October 2017, the City of Helena began using TRAKiT, a new software system for building permitting, planning project, code enforcement and licensing. In conjunction with the new permitting system, the Building Division will be reviewing plans electronically with Blue Beam Revu.

Beginning immediately, plans and related construction documents can be submitted electronically for use with our new systems. Attached are two documents that outline the submittal requirements, 'Electronic Submittal Requirements' and 'File Naming & Storage Conventions'. Your project submittal must also include a completed 'Permit Application' that can be found at <http://www.helenamt.gov/cd/building-division/application-requirements.html>.

In the near future, the City will begin using "eTRAKiT", an online portal that will allow users to search and view current permits and well as planning and business license records. The portal will also allow designers to submit projects and permits on-line, follow the review and permitting process and will allow contractors to schedule, cancel, view inspections and inspection results, all in real time. Once eTRAKiT is live, an AEC number will be assigned to each contractor for online access to the system. We will notify you when the eTRAKiT system is up and running.

We are excited for this new software and the benefits it will bring to our office and the building community. Should you have any questions or need assistance, please contact our office at 406-447-8438.

Sincerely,

Kimberley Mack, AIA
Senior Plans Examiner
City of Helena, Building Division